

Sanitized - Approved For Release : CIA-RDP80-01826R000100070001-7

PAD

Sanitized - Approved For Release : CIA-RDP80-01826R000100070001-7

~~SECRET~~
~~CONFIDENTIAL~~

MEMORANDUM FOR: Director of Personnel

SUBJECT: Semi-Annual Report of Progress and
Program Plans for Period 1 July 1956
through 31 December 1956

Forwarded herewith is Subject Semi-Annual
Report in accordance with your memorandum on the
same subject dated 11 July 1955.

25X1A9a


Chief, Personnel Assignment Division

Attachments:

1. Major Accomplishments
2. Objectives

| | | | | | |
|------------|----|----------|---------|-----------|---------|
| DOC | 1 | REV DATE | 24-6-81 | BY | mcg/99 |
| ORIG COMP | — | OPI | 32 | TYPE | 01 |
| ORIG CLASS | 5 | PAGES | 5 | REV CLASS | C |
| JUST | 22 | NEXT REV | 2011 | AUTH: | HR 10-2 |

~~SECRET~~

~~CONFIDENTIAL~~

~~SECRET~~

Sanitized - Approved For Release : CIA-RDP80-01826R000100070001-7

~~CONFIDENTIAL~~

I. MAJOR ACCOMPLISHMENTS AND SIGNIFICANT DEVELOPMENTS DURING PERIOD 1 JULY 1955 THROUGH 31 DECEMBER 1955

- A. Personnel Assignment Division support has shown constant improvement through closer working relationship with operating offices. The Career Management Officers assigned to the functional Staffs within the DD/P are now concerned primarily with responsibility for the development of Career plans for D designees. This action removes them from the active Placement field and places the responsibility for that activity on the Placement Officers attached to these Panels. With respect to the CS Panel, the Chief, Clandestine Services Branch is the Career Management Officer in addition to the Placement Officer. His Office also furnishes secretariat service to this Panel.
- B. Noticeable improvement has been noted in advance planning of assignments of overseas returnees. This is particularly true of all Support personnel whose problems are not as many and varied as those in the operational field. The field Reassignment Questionnaire has been utilized in this endeavor and a steadily improved percentage of returns of these forms prior to the return of the individuals has resulted in a more effective program. There has also been a noticeable improvement in notifying the returnees, in advance of their departure, of proposed reassignment plans. The net result of these improvements is the "In-Casual" Roster listing the lowest number of unassigned personnel in many months.
- C. Greater emphasis has been placed on marginal and sub-marginal work performance at all levels. This is due in part to the Director's direct interest as well as ceiling and the need for greater productivity. Greater use is now being made of trial periods, Fitness Reports, Follow-Up Interviews, and other devices essential in evaluating work performances.
- D. The Clerical Assignment Branch placed 747 applicants in process during this period and rejected a total of 179. Also, during this period 372 in-process

Sanitized - Approved For Release : CIA-RDP80-01826R000100070001-7

~~SECRET~~

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

cases withdrew their applications. Of the [redacted] new employees who entered on duty in the IAS, [redacted] were true Clerical, [redacted] were Messengers, Couriers, IBM Operators, etc., and [redacted] were professional. 25X9A2
25X9A2
25X9A2
25X9A2

The Interim Assignment Section contributed to the Agency mission by completing 216 major projects which consumed 81,159 man-hours. The Clerical Assignment Branch assumed the responsibility for placing new Clerical personnel within the DD/P. This was previously done by the Clandestine Services Placement Branch.

- E. The Medical, Security, Personnel Review Panel considered a total of 199 cases during the period. Of this total 91 were approved, 94 were disapproved, and 14 are pending.

A new policy was also affected with respect to all Panel cases. A representative within DD/P and DD/I has been named by the appropriate Deputy Director to be the official point of contact on all Panel cases within their respective areas. Within the DD/S elements the Administrative or Personnel Officer is the point of contact.

- F. The counseling service offered in the Counseling Branch was utilized by 216 employees during this six months period. In addition, 824 separations were processed and Reports of Separation were prepared. "Out Placement" assistance was furnished to 23 individuals whose separation was effected for the convenience of the government. The Counseling Branch was also involved in the handling of 10 Disposition Board cases during the period.

- G. A new procedure for requesting Standard Form 193, Supplement to the Personal History Statement, was initiated during August. Accordingly, when an applicant file becomes two years old, a SF-193 is requested. When the form is received, the file is recoded and given a new serial number which indicates the month and year coded. Review of 8,157 files was completed and 3,340 SF-193's were requested. As a result of this exercise, the quality of the register has improved and the number of applicants on the register has been reduced from 8,778 to 5,167.

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

- H. The Qualifications Analysis Branch, PAD, in co-operation with the DD/Pers/PD, Mobilization Staff, has begun coding applicants for manpower mobilization. This project consists of coding applicants who cannot be employed at this time, but who would be of definite interest in time of national emergency. These applicants have a separate identification on the qualifications registers.
- I. The Qualifications Analysis Branch has discontinued the coding of Fitness Reports concurrent with the adoption of the new form. During the reporting period 6,294 were coded.

~~CONFIDENTIAL~~

~~SECRET~~

~~SECRET~~

II. OBJECTIVES FOR CURRENT YEAR AND STATUS OF CURRENT PROGRAM

Program objectives for the next period are primarily concerned with furthering the progress already made with respect to:

1. Emphasizing reassignment cases, particularly those in which skills are not being utilized to a maximum.
2. Increasing our direct support to component Career Service Boards and Panels.
3. Emphasis on the control and reassignment of "In-Casuals".
4. Examining marginal or sub-marginal work performance to determine appropriate courses of action.
5. Improve to an even greater extent our Counseling service.
6. Improve the "Out-Placement" program to better assist Resignees and those separated in finding other employment.
7. Improve our qualifications registers so that they can be utilized to a much greater extent and give greater coverage.

~~CONFIDENTIAL~~

~~SECRET~~